

PRINT PRODUCTION LEAD

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical and complex equipment operation, service and supervisory duties within the City's Print and Mail Services.

Supervision Received and Exercised:

Receives general supervision from the IT Integration and Automation Supervisor or other managerial staff.

Exercises functional and technical work direction over technical and clerical print services, mail distribution and surplus property staff. This lead position reviews workloads, assigns work and coaches employees with specialized instructions and practices for job accomplishments. Lead personnel may contribute to other employees' performance evaluations, assist with the hiring process by interviewing and making recommendations and providing input to supervisory staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of Print, mail services and warehouse staff.
- Assist in the selection of staff; provide or coordinate staff training; coach staff and resolve interpersonal issues; contribute to staff performance reviews and provide supporting documentation for corrective action/discipline when appropriate.
- Organize, coordinate and evaluate the workload for Print and Mail Services employees.
- Establish and maintain effective working relationships with management, other city employees, coworkers and vendors.
- Manage Print, Mail Center and Surplus Property contracts for presort mail service, express package service, overflow printing services and surplus

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property services, including review of monthly billing costs, settlement of billing issues, and approval of monthly billings for payment issuance.

- Participate in budget preparation, administration and reporting; prepare cost estimates for budget recommendation; submit justifications for budget items; recommend expenditure requests for designed accounts; monitor and control expenditures and budget accounts.
- Interact with City Procurement Office, customer department and suppliers to develop needed purchases and specifications for procurement actions; order, monitor and maintain paper stock, envelope, City stationery and forms inventory for production use and supply to customer departments; purchase special paper and bindery supplies for production use; prepare requisitions for ordering supplies; interact with supplier to determine cost estimate and availability of supplies.
- Work cooperatively with City employees and vendors responsible for incoming and outgoing surplus property including disposal or distribution; maintain computerized inventory record system for surplus property.
- Program and operate high volume digital print machines for job setting and digital color saturation capable of turning electronic files into paper output.
- Operate industrial collators, folding machines, programmable copiers, automated mailing machines, automated envelope mail inserting equipment; pallet jacks and forklift equipment; provide preventive maintenance and make minor repairs or adjustments.
- Collect, sort, weigh and meter outgoing mail; pick up and deliver intra-city mail; monitor postage meter usage to maintain adequate postage balance.
- Other duties related to the core functions of this classification.

Minimum Qualifications:

Experience:

Three years increasingly responsible experience in the operation of computerized reprographic machines, mail center equipment and related equipment.

Education:

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Equivalent to the completion of the twelfth grade supplemented by specialized training in reprographics equipment operation, mail center operation, surplus property control and disposal.

Licenses/Certifications:

Requires the possession of a valid driver's license at time of application.

Requires the possession of, or required to obtain within six months of hire, a valid Arizona forklift operator's certificate.

Additional requirements:

Position requires physical.

Examples of Physical and/or Mental Activities:

Regularly lifts / moves boxes and supplies weighing up to 50 pounds.

Competencies:

Pending

Job Code: 132

Status: Non-Exempt / Classified